

DATE: 4/26/2006

INVITATION TO BID  
THIS IS NOT AN ORDER

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BID NO.: 50-00079257

**JEFFERSON PARISH**  
PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETNA, LA. 70054-0009  
504-364-2678

VENDOR:

BUYER: G. Petrie

**BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 5/16/2006 AND PUBLICLY OPENED UPON COMPLETION OF ADMINISTRATIVE TASKS.**

**LATE BIDS WILL NOT BE ACCEPTED**

**NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES DISQUALIFY BID.**

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**  
**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. THIS BID PACKAGE MUST BE RETURNED IN ITS ENTIRETY.

Questions on this bid are to be faxed to (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH will accept one bid only from each vendor. Items bid must meet or exceed specifications.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection.

If the bid exceeds \$20,000.00 and the bidder is an agency, corporation, partnership, or other legal entity, the president, vice-president, secretary/treasurer, or an authorized agent, shall sign the proposal, and satisfactory evidence of the authority of the person signing for the agency, corporation, partnership, or other legal entity shall be attached to the proposal.

**AWARD OF CONTRACT:** JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE.

Preference is hereby given to materials, supplies and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

**USE OF BRAND NAMES AND STOCK NUMBERS:** Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

**PRICES:** All prices shall be quoted in the unit of measure specified, and unless otherwise specified, shall be exclusive of State and Parish taxes. As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department.

**CANCELLATION OF CONTRACT:** JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

**Visit our website at [WWW.JEFFPARISH.NET/BIDS](http://WWW.JEFFPARISH.NET/BIDS)**

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

JEFFERSON PARISH requires a firm price. Quoted price will remain firm until \_\_\_\_\_

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations.

New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).

**RESPONSE TO INVITATION:** If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so may result in the removal of your company from all future bids.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 95466, dated January 23, 2002. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053.

**POSTING OF BIDS:** Non-Advertised bids will be posted on bulletin board outside of Suite 4400, Jefferson Parish General Government Building, Gretna, LA, for a period of Five (5) working days after opening date.

Advertised bids will be tabulated and a copy forwarded to each responsive bidder.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

12, 13, 14, 15

1. All bidders are invited to attend the pre-bid conference. Failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. This conference is held to allow questions to be answered and inspect the site with owner's representative, etc. Failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification (with no additional cost to the owner).
2. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project.
3. A Louisiana state contractor's license may be required in accordance with LSA-R.S. 37:2150 et seq.
4. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

5. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
6. All awards in excess of \$5,000.00 for the construction, alteration, or repair of any public works will be reduced to a formal contract which shall be recorded at the contractor's expense. A price list of recordation costs may be obtained from the Clerk of Court and Ex-officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 reduced to formal contract will require a performance bond.
7. A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. Performance bond shall be supplied at the signing of the contract.
8. Please indicate if you have insurance: YES \_\_\_\_\_ NO \_\_\_\_\_  
Successful bidder will be required to furnish proof of insurance to this office.  
Successful bidder will be required to furnish Federal I.D. Number.
9. Minimum insurance requirements for this bid are as indicated on the attached sheet.
10. Each bid must be accompanied by a cashier's check, certified check, money order, or surety bid bond in the amount of 5% of the bid.
11. Affidavit required to be submitted with bids on all solicitations for construction, alteration or demolition of public building or project. (LSA-R.S. 38:2224)
12. This is a requirements contract to be provided on an as needed basis.
13. Indicate if price will hold firm for 2 year(s) from date of contract or blanket purchase order:  
YES \_\_\_\_\_ NO \_\_\_\_\_

If price is not firm, escalation must be clearly defined below as to maximum % increase anticipated and if bid is accepted, any increase thereafter must be supported in writing to the JEFFERSON PARISH Purchasing Department.

QUOTED PRICE WILL REMAIN FIRM UNTIL DATE: \_\_\_\_\_

WITH MAXIMUM ESCALATION PERCENTAGE OF: \_\_\_\_\_

FROM DATE OF: \_\_\_\_\_ TO DATE OF: \_\_\_\_\_

but in no event to exceed the change in the United State Bureau or Labor Statistics Consumer Price Index and/or Wholesale Price Index during the contract period. See LSA-R.S. 38:2212 A (2).

In the event that the successful bidder cannot furnish a specific item or material and labor in the required time, JEFFERSON PARISH may purchase on an emergency basis from the next lowest bidder, or available source, until such time as the successful bidder has notified the PARISH in writing that his stock or labor capability has been replenished. The difference in price will be charged against the successful bidder of this contract, and evidence of purchases and price will be provided.

14. Vendor will be required to submit to the chief buyer of the JEFFERSON PARISH Purchasing Department a quarterly usage report by item of all items listed on this proposal.
15. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be disqualified if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES \_\_\_\_\_

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK \_\_\_\_\_

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK \_\_\_\_\_

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) \_\_\_\_\_

<b>*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***</b>	
FIRM NAME:	
SIGNATURE: (Must be signed here)	TITLE:
PRINT OR TYPE NAME:	
ADDRESS:	
CITY, STATE:	ZIP:
TELEPHONE: (     )	FAX: (     )
EMAIL ADDRESS:	

TOTAL PRICE OF ALL BID ITEMS: \$ \_\_\_\_\_

**THIS BID MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY/FIRM FOR BID TO BE VALID. BID PACKAGE, INCLUDING INSTRUCTIONS AND SPECIFICATIONS, MUST BE RETURNED IN ITS ENTIRETY FOR BID TO BE VALID. SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.**

**NOTE: All bids should be returned with the bid number and bid opening date indicated on the outside of the envelope submitted to the Purchasing Department.**

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00079257

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p><b>TWO (2) YEAR CONTRACT FOR PHOTO FILM PROCESSING FOR THE DEPARTMENT OF THE PARISH PHOTOGRAPHER</b></p> <p>The Parish of Jefferson reserves the right to cancel the contract at anytime, and for any reason by issuing a thirty (30)day written notice to the contractor</p>		
1	25	ON	0010 - Processing - 2 X 2 Color Film (120)		
2	1	ON	0002 - Processing - 2 X 2 Black and White Film (220)		
3	1	ON	0003 - Processing 35 mm/12 Color Film		
4	1	ON	0004 - Processing 35 mm/12 Black and White Film		
5	1	ON	0005 - Processing 35 mm/24 Color Film		
6	1	ON	0006 - Processing 35 mm/24 Black and White Film		
7	1	ON	0007 - Processing 35 mm/36 Color Film		
8	1	ON	0008 - Processing 35 mm/36 Black and White Film		
9	1	ON	0009 - Processing 35 mm Slide Film Process and Mounted		
10	1	ON	0010 - Processing 2 X 2 (120) Slides Process		
11	1	ON	0011 - Production of Color Prints at the Time of Processing - 3-1/2 X 5		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00079257

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
12	8187	ON	0012 - Production of Color Prints at the Time of Processing - 4 X 5		
13	1	ON	0013 - Production of Color Prints at the Time of Processing - 5 X 5		
14	7	ON	0014 - Production of Color Prints at the Time of Processing - 5 X 7		
15	1	ON	0015 - Production of Color Prints at the Time of Processing - 8 X 10		
16	1	ON	0016 - Production of Color Prints at the Time of Processing - Contact sheet		
17	49	ON	0017 - Production of Custom Color Prints Sizes Up To 4 X 5 - Original (or 1st Print)		
18	1	ON	0018 - Production of Custom Color Prints Sizes Up To 4 X 5 - 2nd through 10th Prints		
19	1	ON	0019 - Production of Custom Color Prints Sizes Up To 4 X 5 - 11th through 25th Prints		
20	1	ON	0020 - Production of Custom Color Prints Sizes Up To 4 X 5 - 26th through 50th Prints		
21	1	ON	0021 - Production of Custom Color Prints Sizes Up To 4 X 5 - 51st through 100th Prints		
22	10	ON	0022 - Production of Custom Color Prints 5 X 7 - Original Print (or 1st Print)		
23	5	ON	0023 - Production of Custom Color Prints 5 X 7 - 2nd through 10th Prints		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00079257

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
24	1	ON	0024 - Production of Custom Color Prints 5 X 7 - 11th through 25th Prints		
25	1	ON	0025 - Production of Custom Color Prints 5 X 7 - 26th through 50th Prints		
26	1	ON	0026 - Production of Custom Color Prints 5 X 7 - 51st through 100th Prints		
27	1	ON	0027 - Production of Custom Color Prints 8 X 10 - Original Print (or 1st Print)		
28	1	ON	0028 - Production of Custom Color Prints 8 X 10 - 2nd through 10th Prints		
29	1	ON	0029 - Production of Custom Color Prints 8 X 10 - 11th through 25th Prints		
30	36	ON	0030 - Production of Custom Color Prints 8 X 10 - 26th through 50th Prints		
31	1	ON	0031 - Production of Custom Color Prints 8 X 10 - 51st through 100th Prints		
32	1	ON	0032 - Production of Custom Color Prints 8-1/2 X 11 - Original Print (or 1st Print)		
33	1	ON	0033 - Production of Custom Color Prints 8-1/2 X 11 - 2nd through 10th Prints		
34	1	ON	0034 - Production of Custom Color Prints 8-1/2 X 11 - 11th through 25th Prints		
35	1	ON	0035 - Production of Custom Color Prints 8-1/2 X 11 - 26th through 50th Prints		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00079257

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
36	1	ON	0036 - Production of Custom Color Prints 8-1/2 X 11 - 51st through 100th Prints		
37	17	ON	0037 - Production of Custom Color Prints 11 X 14 - Original Print (or 1st Print)		
38	5	ON	0038 - Production of Custom Color Prints 11 X 14 - 2nd through 10th Prints		
39	21	ON	0039 - Production of Custom Color Prints 11 X 14 - 11th through 25th Prints		
40	1	ON	0040 - Production of Custom Color Prints 11 X 14 - 26th through 50th Prints		
41	1	ON	0041 - Production of Custom Color Prints 11 X 14 - 51st through 100th Prints		
42	4	ON	0042 - Production of Custom Color Prints 16 X 20 - Original Print (or 1st Print)		
43	1	ON	0043 - Production of Custom Color Prints 16 X 20 - 2nd through 10th Prints		
44	1	ON	0044 - Production of Custom Color Prints 16 X 20 - 11th through 25th Prints		
45	1	ON	0045 - Production of Custom Color Prints 16 X 20 - 26th through 50th Prints		
46	1	ON	0046 - Production of Custom Color Prints 16 X 20 - 51st through 100th Prints		
47	1	ON	0047 - Production of Custom Color Prints 20 X 24 - Original Print (or 1st Print)		
48	1	ON	0048 - Production of Custom Color Prints 20 X 24 - 2nd through 10th Prints		



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00079257

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
49	1	ON	0049 - Production of Custom Color Prints 20 X 24 - 11th through 25th Prints		
50	1	ON	0050 - Production of Custom Color Prints 20 X 24 - 26th through 50th Prints		
51	1	ON	0051 - Production of Custom Color Prints 20 X 24 - 51st through 100th Prints		
52	1	ON	0052 - Production of Custom Color Prints 24 X 30 - Original Print (or 1st Print)		
53	1	ON	0053 - Production of Custom Color Prints 24 X 30 - 2nd through 10th Prints		
54	1	ON	0054 - Production of Custom Color Prints 24 X 30 - 11th through 25th Prints		
55	1	ON	0055 - Production of Custom Color Prints 24 X 30 - 26th through 50th Prints		
56	1	ON	0056 - Production of Custom Color Prints 24 X 30 - 51st through 100th Prints		
57	1	ON	0057 - Production of Custom Color Prints 30 X 40 - Original Print (or 1st Print)		
58	1	ON	0058 - Production of Custom Color Prints 30 X 40 - 2nd through 10th Prints		
59	1	ON	0059 - Production of Custom Color Prints 30 X 40 - 11th through 25th Prints		
60	1	ON	0060 - Production of Custom Color Prints 30 X 40 - 26th through 50th Prints		
61	1	ON	0061 - Production of Custom Color Prints 30 X 40 - 51st through 100th Prints		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00079257

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
62	1	ON	0062 - Production of Automated Color Prints - 3-1/2 X 5 - Original Print (or 1st Print)		
63	1	ON	0063 - Production of Automated Color Prints - 3-1/2 X 5 - 2nd through 10th Prints		
64	1	ON	0064 - Production of Automated Color Prints - 3-1/2 X 5 - 11th through 25th Prints		
65	474	ON	0065 - Production of Automated Color Prints - 4 X 5 - Original Print (or 1st Print)		
66	1	ON	0066 - Production of Automated Color Prints - 4 X 5 - 2nd through 10th Prints		
67	1	ON	0067 - Production of Automated Color Prints - 4 X 5 - 11th through 25th Prints		
68	44	ON	0068 - Production of Automated Color Prints - 5 X 5 - Original Print (or 1st Print)		
69	1	ON	0069 - Production of Automated Color Prints - 5 X 5 - 2nd through 10th Prints		
70	1	ON	0070 - Production of Automated Color Prints - 5 X 5 - 11th through 25th Prints		
71	161	ON	0071 - Production of Automated Color Prints - 5 X 7 - Original Print (or 1st Print)		
72	35	ON	0072 - Production of Automated Color Prints - 5 X 7 - 2nd through 10th		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00079257

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Prints		
73	1	ON	0073 - Production of Automated Color Prints - 5 X 7 - 11th through 25th		
			Prints		
74	336	ON	0074 - Production of Automated Color Prints - 8 X 10 - Original Print (or 1st Print)		
75	83	ON	0075 - Production of Automated Color Prints - 8 X 10 - 2nd through 10th		
			Prints		
76	1	ON	0076 - Production of Automated Color Prints - 8 X 10 - 11th through 25th		
			Prints		
77	1	ON	0077 - Production of Black and White Prints - Sizes Up To 4 X 5 - Original Print (or 1st Print)		
78	1	ON	0078 - Production of Black and White Prints - Sizes Up To 4 X 5 - 2nd through 10th Prints		
79	1	ON	0079 - Production of Black and White Prints - Sizes Up To 4 X 5 - 11th through 25th Prints		
80	2	ON	0080 - Production of Black and White Prints - 5 X 7 - Original Print (or 1st Print)		
81	1	ON	0081 - Production of Black and White Prints - 5 X 7 - 2nd through 10th Prints		
82	1	ON	0082 - Production of Black and White Prints - 5 X 7 - 11th through 25th Prints		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00079257

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
83	1	ON	0083 - Production of Black and White Prints - 8 X 10 - Original Print (or 1st Print)		
84	1	ON	0084 - Production of Black and White Prints - 8 X 10 - 2nd through 10th Prints		
85	1	ON	0085 - Production of Black and White Prints - 8 X 10 - 11th through 25th Prints		
86	1	ON	0086 - Production of Black and White Prints - 11 X 14 - Original Print (or 1st Print)		
87	1	ON	0087 - Production of Black and White Prints - 11 X 14 - 2nd through 10th Prints		
88	1	ON	0088 - Production of Black and White Prints - 11 X 14 - 11th through 25th Prints		
89	1	ON	0089 - Production of Black and White Prints - 16 X 20 - Original Print (or 1st Print)		
90	1	ON	0090 - Production of Black and White Prints - 16 X 20 - 2nd through 10th Prints		
91	1	ON	0091 - Production of Black and White Prints - 16 X 20 - 11th through 25th Prints		
92	1	ON	0092 - Production of Black and White Prints - 20 X 24 - Original Print (or 1st Print)		
93	1	ON	0093 - Production of Black and White Prints - 20 X 24 - 2nd through 10th		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00079257

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Prints		
94	1	ON	0094 - Production of Black and White Prints - 20 X 24 - 11th through 25th		
			Prints		
95	1	ON	0095 - Production of Display Trans- parencies - 8 X 10 - Original Print  (or 1st Print)		
96	1	ON	0096 - Production of Display Trans- parencies - 8 X 10 - 2nd through 10th  Prints		
97	1	ON	0097 - Production of Display Trans- parencies - 11 X 14 - Original Print  (or 1st Print)		
98	1	ON	0098 - Production of Display Trans- parencies - 11 X 14 - 2nd through 10th  Prints		
99	1	ON	0099 - Production of Display Trans- parencies - 16 X 20 - Original Print  (or 1st Print)		
100	1	ON	0100 - Production of Display Trans- parencies - 16 X 20 - 2nd through 10th  Prints		
101	1	ON	0101 - Production of Display Trans- parencies - 20 X 24 - Original Print  (or 1st Print)		
102	1	ON	0102 - Production of Display Trans- parencies - 20 X 24 - 2nd through 10th  Prints		
103	1	ON	0103 - Production of Display Trans- parencies - 24 X 30 - Original Print  (or 1st Print)		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00079257

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
104	1	ON	0104 - Production of Display Trans- parencies - 24 X 30 - 2nd through 10th  Prints		
105	1	ON	0105 - Production of Display Trans- parencies - 30 X 40 - Original Print  (or 1st Print)		
106	1	ON	0106 - Production of Display Trans- parencies - 30 X 40 - 2nd through 10th  Prints		
107	1	ON	0107 - Mounting on 3X Mount Board Size 8 X 10		
108	1	ON	0108 - Mounting on 3X Mount Board Size 11 X 14		
109	1	ON	0109 - Mounting on 3X Mount Board Size 16 X 20		
110	1	ON	0110 - Mounting on 3X Mount Board Size 20 X 24		
111	1	ON	0111 - Mounting on 3X Mount Board Size 24 X 30		
112	1	ON	0112 - Mounting on 3X Mount Board Size 30 X 40		
113	1	ON	0113 - Mounting on Foamcore Size 8 X 10		
114	1	ON	0114 - Mounting on Foamcore Size 11 X 14		
115	1	ON	0115 - Mounting on Foamcore Size 16 X 20		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00079257

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
116	1	ON	0116 - Mounting on Foamcore Size 20 X 24		
117	1	ON	0117 - Mounting on Foamcore Size 24 X 30		
118	1	ON	0118 - Mounting on Foamcore Size 30 X 40		
119	1	ON	0119 - Mounting on Gatorfoam - 1/2" Thick - Size 8 X 10		
120	1	ON	0120 - Mounting on Gatorfoam - 1/2" Thick - Size 11 X 14		
121	1	ON	0121 - Mounting on Gatorfoam - 1/2" Thick - Size 16 X 20		
122	1	ON	0122 - Mounting on Gatorfoam - 1/2" Thick - Size 20 X 24		
123	1	ON	0123 - Mounting on Gatorfoam - 1/2" Thick - Size - 24 X 30		
124	1	ON	0124 - Mounting on Gatorfoam - 1/2" Thick - Size 30 X 40		
125	1	ON	0125 - 4 X 5 Internegative		
126	1	ON	0126 - 4 X 5 Copy Negative - Color		
127	1	ON	0127 - 4 X 5 Copy Negative - Black and White		
128	1	ON	0128 - 4 X 5 Copy Transparency		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00079257

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
129	1	ON	0129 - 6 X 7 CM Copy Negative - Color		
130	1	ON	0130 - 6 X 7 CM Copy Negative - Black and White		
131	1	ON	0131 - 35 mm Copy Slide From 1st Size Set-Up charge		
132	1	ON	0132 - 35 mm Copy Slide From 1st Set Up		
133	1	ON	0133 - 35 mm Slide Duping		
134	1	ON	0134 - 35 mm Slide Duping - 2 - 50		
135	2	RL	0135 - DIGITAL SERVICES FOR REMAINDER OF SPECIFICATIONS.  QUANTITIES FOR DIGITAL SERVICES AREN'T ESTABLISHED - THIS WILL BE THE 1ST USE OF DIGITAL SERVICES; THEREFORE, QUANTITIES MAY BE MORE OR LESS THAN LISTED.  35MM TO DISK (TIME OF PROCESSING) 35MM digital scans done at the time of processing.  2 megabyte scan		
136	2	RL	0136 - 7 megabyte scan		
137	1	RL	0137 - 13 megabyte scan		
138	23	ON	0138 - CHARGE TO SAVE TO CD		
139	1	RL	0139 - 35MM TO DISK (CUT NEGATIVES) 35MM digital scans from roll of cut  negatives		



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00079257

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			2 megabyte scan		
140	1	RL	0140 - 7 megabyte scan		
141	2	RL	0141 - 13 megabyte scan		
142	7	ON	0142 - SAVE TO CD CHARGE		
143	1	SC	0143 - DIGITAL WEB PROOFS These scans are only available at time  of processing. Web proofs are made from either 120 or 220 film. Web proofs are low resolution digital proofs on CD suitable for viewing on your computer or for uploading to the internet. Quality prints cannot be made from this scan. Images can be scanned and written to a CD in a format compatible with either PC or MAC platforms.  120 or 220 film - w/paper proofs Price per scan if done with paper proofs		
144	1	SC	0144 - 120 or 220 Film - w/o paper proof Price per scan if done without paper proofs.		
145	1	ON	0145 - SAVE TO CD CHARGE		
146	3	SC	0146 - DIGITAL SCANNING (8X10) Digital scanning shall be available from  negatives, transparencies. This service shall be provided for those who need scans without prints, or wish to do their own digital artwork. No Cropping- all images scanned at their original format.  8X10 - Negative/Transparency Scan		
147	1	SC	0147 - 10X15 Negative/Transparency Scan		
148	1	ON	0148 - PRICE TO SAVE TO CD		
149	1	SC	0149 - HIGH RESOLUTION DIGITAL SCANNING Scanner shall have a maximum density of		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00079257

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			4.0 and optical resolution of 3175 dpi. Provide a price per scan for up to 50MB.		
150	1	SC	0150 - 50-100 MB		
151	1	SC	0151 - 100-150 MB		
152	1	SC	0152 - OVER 150 MB		
153	1	ON	0153 - LARGE FORMAT DIGITAL PRINTING Large format digital prints shall be  made on a Hi-Res 8 Color Series printer, utilizing a dye-based technology.  Vendor shall specify in his/her bid how files are to be formatted.  16X20 GLOSSY		
154	1	ON	0154 - 16X20 S-MATT		
155	1	ON	0155 - 16X20 CANVAS		
156	1	ON	0156 - 20X24 GLOSSY		
157	1	ON	0157 - 20X24 S-MATT		
158	1	ON	0158 - 20X24 CANVAS		
159	1	ON	0159 - 24X30 GLOSSY		
160	1	ON	0160 - 24X30 S-MATT		
161	1	ON	0161 - 24X30 CANVAS		
162	1	ON	0162 - 30X40 GLOSSY		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00079257

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
163	1	ON	0163 - 30X40 S-MATT		
164	1	ON	0164 - 30X40 CANVAS		
165	1	ON	0165 - 35X48 GLOSSY		
166	1	ON	0166 - 35X48 S-MATT		
167	1	ON	0167 - 35X48 CANVAS		
168	1	SQFT	0168 - PRICE PER SQFT. FOR GLOSSY		
169	1	ON	0169 - PRICE PER SQ. FT. FOR S-MATT		
170	1	ON	0170 - PRICE PER SQ. FT. FOR CANVAS		
171	1	ON	0171 - DIGITAL FILM OUTPUT Digital Images can be written to a negative or transparency film using a film recorder with a minimum of 120ppm. 6X7cm Color/B&W Negative		
172	1	ON	0172 - 6X7 cm Color Transparency		
173	1	ON	0173 - 4X5in Color/B&W Negative		
174	1	ON	0174 - 4X5in Color Transparency		
175	1	ON	0175 - 8X10in Color/B&W Negative		
176	1	ON	0176 - 8X10in Color Transparency		
177	1	ON	0177 - CALENDARS Annual calendars - you can choose from		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00079257

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>either a vertical or horizontal format with personalization space. Vendor shall specify what colors are available.</p> <p>8X10 Calendar</p>		
178	1	ON	0178 - Each additional 8X10 Calendar		
179	1	ON	0179 - 10X15 Calendar		
180	1	ON	0180 - Each additional 10X15 Calendar		
181	1	ON	<p>0181 - SPIRIT WALLETS Spirit wallets are 2 images placed on one wallet.</p> <p>One Time Set-Up Fee</p>		
182	1	ON	0182 - 8X10 Spirit Wallet		
183	1	ON	0183 - Each additional 8X10 Spirit Wallet		
184	1	ON	<p>0184 - BUSINESS CARDS Business cards shall be printed 5 up on 10" paper.</p> <p>From DIGITAL FILES: -Files for business cards shall be sent On CD or ZIP disk -The file should be proportional to 2X3-1/2 -Save file as a RGB TIFF -Save file with longes dimension vertical -Do not place text closer than 1/8" to the edge of the card.</p> <p>FROM NEGATIVES: -Available from crops A through G -Negatives must be crop card mounted -A proof will be provided for approval once the card is set up.</p> <p>PROVIDE A PRICE PER PROOF CHARGE</p>		
185	1	ON	0185 - Text Set-Up		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00079257

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
186	2	ON	0186 - Logo Scan		
187	1	BX	0187 - 250 Cards		
188	1	BX	0188 - 500 Cards		
189	1	BX	0189 - 750 Cards		
190	1	BX	0190 - 1000 Cards		
191	1	ON	0191 - DIGITAL PROOF BOOKS Vendor shall have at least 11 different proof book covers to choose from with 3 styles of proof pages.  PROVIDE A PRICE PER PROOF BOOK COVER		
192	739	ON	0192 - 8X10 PROOF BOOK PAGES (White or black background)		
193	1	ON	0193 - Binding		
194	1	ON	0194 - Art Leather Cover		
195	1	ON	0195 - ECONOMY DIGITAL PROOFS Files shall be batch corrected for  color and density, then printed. There shall be no remakes with this service.  -All files must be placed in the same folder -All files must be printed the same size  PROVIDE MINIMUM CHARGE PER FOLDER		
196	7	ON	0196 - 4X6		
197	1	ON	0197 - 5X7		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00079257

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
198	1	ON	0198 - 8X10		
199	1	ON	0199 - Custom Crop: Cropping done on custom prints.		
200	1	ON	0200 - Digital Cropping for Automated Prints: Cropping done on auto print that's not on a cropping card.		
201	1	ON	0201 - Digital Time: Time it takes for digital work to be done on an order.		
202	1	ON	0202 - Digital Work: Time it takes for digital work to be done on an order.		
203	1	ON	0203 - Negative Re-Touching: Softening facial lines and removing blemishes.		
204	2	ON	0204 - Passports/Wallets: Custom 2x2 print.		
205	1	ON	0205 - Portrait wallet unit: Lower cost on 1/2 unit only after 1st unit.		
206	1	ON	0206 - Process 220 Rollfilm C-41: Developing a roll of 220 C-41 color film.		
207	1	ON	0207 - Twin Checking 120: Number on the negative and the proofs from a roll of 120 film.		
208	1	ON	0208 - Twin Checking 220: Number on the negative and the proofs from a roll of 220 film.		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00079257

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
209	1	ON	0209 - Wallet Candid print: Auto prints set of (4).		
210	1	ON	0210 - 4x5 Custom color print: Custom 4x5 prints.		
211	1	ON	0211 - 4x5 Re-Print at time of process- ing: Ordering 2nd set or more 4x5 after the first set of 4x5, at time of printing.		
212	1	ON	0212 - 5x7 Contact print: Half sheet of contacts.		
213	14	ON	0213 - 8x10 Portrait re-print: Lower cost on 2nd 8x10 unit only after 1st unit.		

**CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
\_\_\_\_\_  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF \_\_\_\_\_  
INCORPORATED, DULY NOTICED AND HELD ON \_\_\_\_\_,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED. THAT \_\_\_\_\_, BE AND IS HEREBY  
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-  
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON  
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS  
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,  
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE  
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,  
CONTRACTS AND ACTS AND TO RECEIVE AND RECEIPT THEREFOR ALL  
PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF  
ANY SUCH BID OR CONTRACT, THIS CORPORATION HEREBY RATIFYING,  
APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT  
PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE  
A TRUE AND CORRECT COPY OF AN  
EXCERPT OF THE MINUTES OF THE  
ABOVE DATED MEETING OF THE BOARD  
OF DIRECTORS OF SAID CORPORATION,  
AND THE SAME HAS NOT BEEN  
REVOKED OR RESCINDED.

\_\_\_\_\_  
**SECRETARY-TREASURER**

\_\_\_\_\_  
**DATE**